FY-15 RESERVE INCENTIVES & TRAINING PROGRAMS

GySgt William Rohrman
SNCOIC, CMC(RCT-RIT)

Overview

- Incentive Programs
- Incentive Submission Process
- Lateral Move Program
- Lateral Move Submission Process
- IIADT (Split-I) Process
- Common Errors
- Administrative Items
- Systems & Reports
- Program Forms

Incentive Programs

REFERENCE:

* EAB/SSB: MARADMIN 487/14
* OAB: MARADMIN 597/14
* FACO: MARADMIN 676/14
* Comp Score: MARADMIN 679/14
* ARP MARADMIN 596/14

Amount

- $10,000 / $15,000 / $20,000 Lump Sum (ARP annual $15,000 payment for three years)
- 60 Additional Comp Score Points

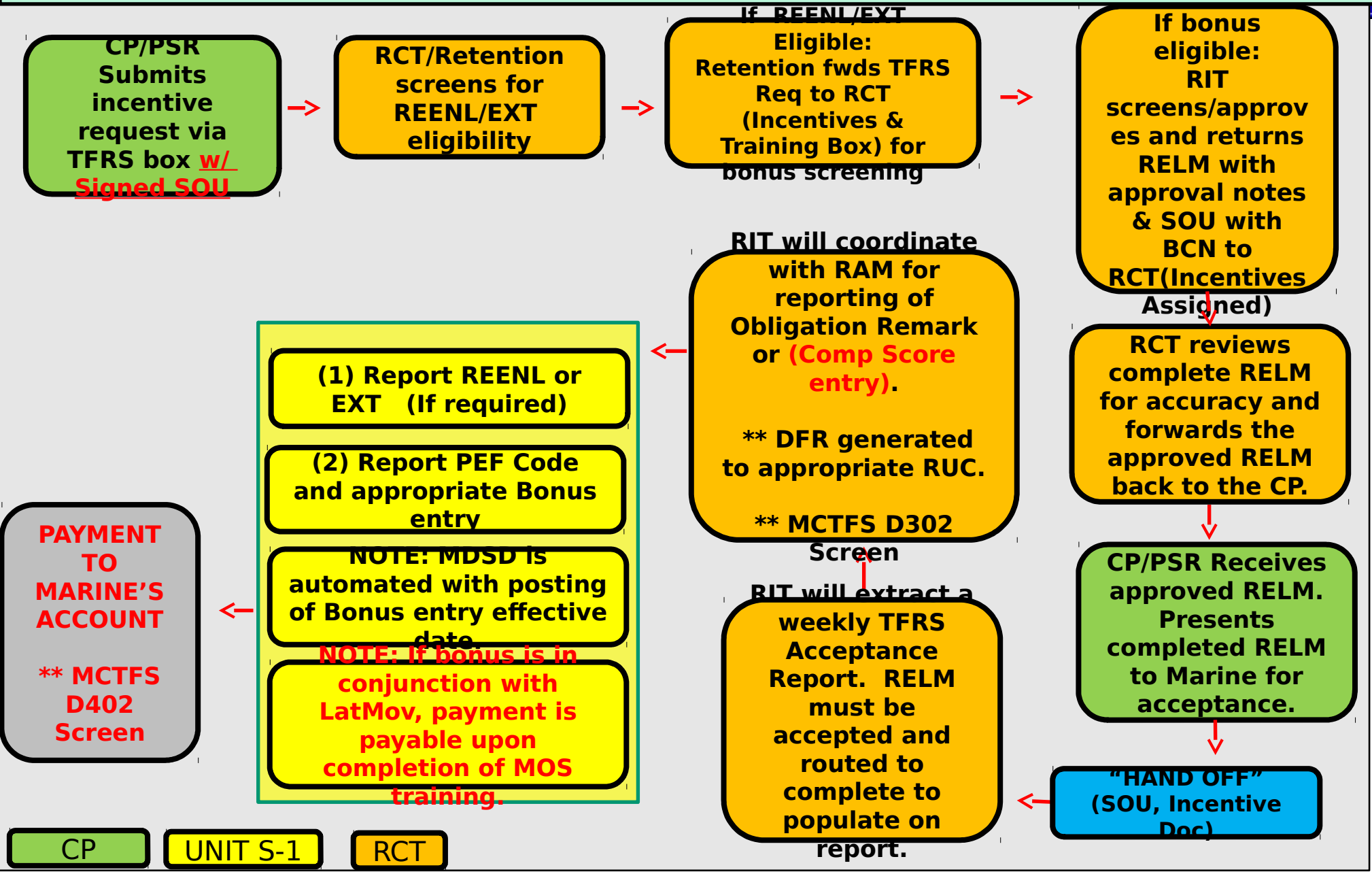
Eligibility

- 3 year affiliation with SMCR unit (12 months for Comp Score Incentive)
- Grade and MOS match (billet grade can be one grade higher)
- Serving at Battalion/Squadron level or lower
- If in conjunction with a Lateral Move Marine must complete school prior to payment

Recoupment /Revoking

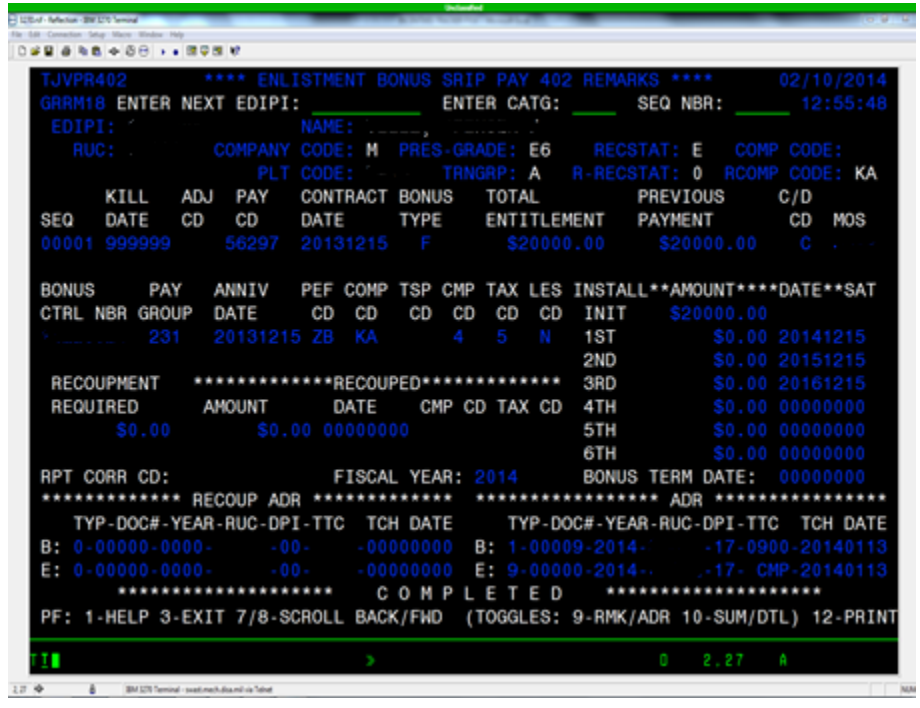
- Transfers to IRR before the end of the 3 year obligation
- Unsatisfactory participation
- Conducts an IUT (Scenario based)
- Joins the AC or AR
- ADOS with non-parent unit
- Mobilization (Voluntary)

INCENTIVE SUBMISSION PROCESS


CP/PSR Submits incentive request via TFRS box w/ Signed SOU
RCT/Retention screens for REENL/EXT eligibility
If REENL/EXT Eligible: Retention fwds TFRS Req to RCT (Incentives & Training Box) for bonus screening
If bonus eligible: RIT screens/approves and returns RELM with approval notes & SOU with BCN to RCT(Incentives Assigned)
RCT reviews complete RELM for accuracy and forwards the approved RELM back to the CP.
CP/PSR Receives approved RELM. Presents completed RELM to Marine for acceptance.
"HAND OFF" (SOU, Incentive Doc)
RIT will extract a weekly TFRS Acceptance Report. RELM must be accepted and routed to complete to populate on report.
RIT will coordinate with RAM for reporting of Obligation Remark or (Comp Score entry).
** DFR generated to appropriate RUC.
** MCTFS D302 Screen
(1) Report REENL or EXT (If required)
(2) Report PEF Code and appropriate Bonus entry
NOTE: MDSD is automated with posting of Bonus entry effective date.
NOTE: If bonus is in conjunction with LatMov, payment is payable upon completion of MOS training.
PAYMENT TO MARINE'S ACCOUNT
** MCTFS D402 Screen
CP
UNIT S-1
RCT

Incentives (D302 & D402)

TJVPR302 **** ENLISTMENT BONUS SRIP OBLTN 302 REMARKS **** 02/10/2014
GRRM18 ENTER NEXT EDIPI: ENTER CATG: SEQ NBR: 11:40:37
EDIPI: NAME:
RUC: COMPANY CODE: 3 PRES-GRADE: O3 RECSTAT: E COMP CODE:
PLT CODE: DET3 TRNGRP: A R-RECSTAT: 0 RCOMP CODE: KA
SEQ KILL DATE ADJ CODE PAY CODE ***BONUS CTRL NBR*** FY PEF MBR NBR COMMITTED AMOUNT PAID AMOUNT CREDIT DEBIT
00001 999999 56197 14 ZC 0066 $20000.00 $0.00 C
INTENDED MOS TERM ENLIST APPROVE RUC INTENDED BIC NBR APPROVED EFF DATE BONUS TERM DATE PRIOR 402 END DATE
36 20140122 20140521 00000000
SPECIAL PAY FUNDS AC/RC PAY GROUP BCNR FLAG PAID FLAG SABRS CODE TAX CODE LES CODE RECOUP AMOUNT
Y RC 101 4 Y $0.00
PEF CODE FISCAL YEAR ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
ZC 2014 B: 4-00016-2014- -09-0245-20140128
E: 9-00000-2014- i7- VAB-20140131
COMPLETED
PF1-HELP PF3-EXIT PF7/PF8-SCROLL BACK/FWD PF9-TOGGLE ADR/RMK PF12-PRINT


TJVPR402 **** ENLISTMENT BONUS SRIP PAY 402 REMARKS **** 02/10/2014
GRRM18 ENTER NEXT EDIPI: ENTER CATG: SEQ NBR: 12:55:48
EDIPI: NAME:
RUC: COMPANY CODE: M PRES-GRADE: E6 RECSTAT: E COMP CODE:
PLT CODE: TRNGRP: A R-RECSTAT: 0 RCOMP CODE: KA
SEQ KILL DATE ADJ CD PAY CD CONTRACT DATE BONUS TYPE TOTAL ENTITLEMENT PREVIOUS PAYMENT C/D CD MOS
00001 999999 56297 20131215 F $20000.00 $20000.00 C
BONUS CTRL NBR PAY GROUP ANNIV DATE PEF CD TSP CD CMP CD TAX CD LES CD INSTALL** INIT $20000.00
231 20131215 ZB KA 4 5 N 1ST $0.00 20141215
2ND $0.00 20151215
RECOUPMENT REQUIRED $0.00 AMOUNT $0.00 DATE 00000000 CMP CD TAX CD **********RECOUPED********** 3RD $0.00 20161215
4TH $0.00 00000000
5TH $0.00 00000000
6TH $0.00 00000000
RPT CORR CD: FISCAL YEAR: 2014 BONUS TERM DATE: 00000000
********** RECOUP ADR ********** ********** ADR **********
TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 0-00000-0000- -00- -00000000 B: 1-00009-2014- -17-0900-20140113
E: 0-00000-0000- -00- -00000000 E: 9-00000-2014- -17- CMP-20140113
COMPLETED
PF: 1-HELP 3-EXIT 7/8-SCROLL BACK/FWD (TOGGLES: 9-RMK/ADR 10-SUM/DTL) 12-PRINT

Lateral Move Program

REFERENCE: MARADMIN 584/14

Requirements

- E-5 and below or SSgt < 2 yrs TIG for PMOS's (0211 / 0531 / 0532)
- Company grade officers or Majors < 4yrs TIG for 0530.
- Open billet commensurate with grade (Exact match or 1 higher)
- Not a previous recipient of retraining funding or lateral move approval who failed to attend school in past 3 yrs.
- Waivers (Test Scores / TIG / ECFC/ Obligated service requirements)

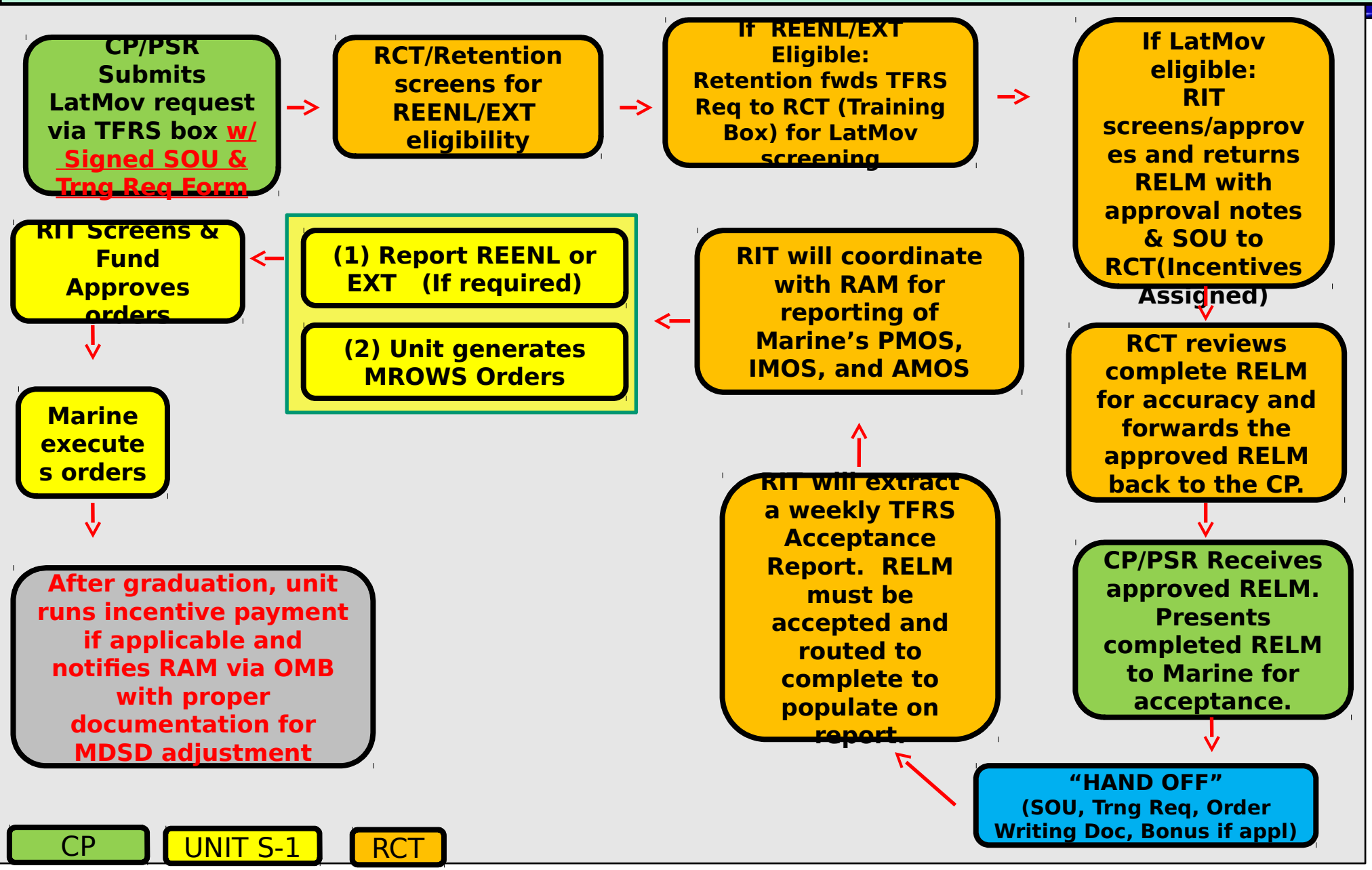
Program Disqualification

- Selection to Staff Sergeant or to Major (exceptions 0211 / 0530 / 0531 / 0532)
- Failure to attend scheduled training without prior reschedule (30 day rule).
- Failure to complete training due to disciplinary action or academic failure.
- Failure to attend training within 12 months of joining Unit.

Obligations

- Enlisted Marines must have the required contractual obligation 30 days prior to the date ADT begins.
- MDSD will be adjusted for 1 to 3 years from the start of MOS school.

LATERAL MOVE SUBMISSION PROCESS


CP/PSR Submits LatMov request via TFRS box w/ Signed SOU & Trng Req Form
RCT/Retention screens for REENL/EXT eligibility
If REENL/EXT Eligible: Retention fwds TFRS Req to RCT (Training Box) for LatMov screening
If LatMov eligible: RIT screens/approves and returns RELM with approval notes & SOU to RCT(Incentives Assigned)
RCT reviews complete RELM for accuracy and forwards the approved RELM back to the CP.
CP/PSR Receives approved RELM. Presents completed RELM to Marine for acceptance.
"HAND OFF" (SOU, Trng Req, Order Writing Doc, Bonus if appl)
RIT will extract a weekly TFRS Acceptance Report. RELM must be accepted and routed to complete to populate on report.
RIT will coordinate with RAM for reporting of Marine's PMOS, IMOS, and AMOS
(1) Report REENL or EXT (If required)
(2) Unit generates MROWS Orders
RIT Screens & Fund Approves orders
Marine executes orders
After graduation, unit runs incentive payment if applicable and notifies RAM via OMB with proper documentation for MDSD adjustment
CP
UNIT S-1
RCT

IIADT (Split-I) Program

REFERENCE: MARADMIN 677/14

Purpose

- Non-Prior Service accessions to SMCR
- Allows them to enroll in college and complete training during summers between academic years

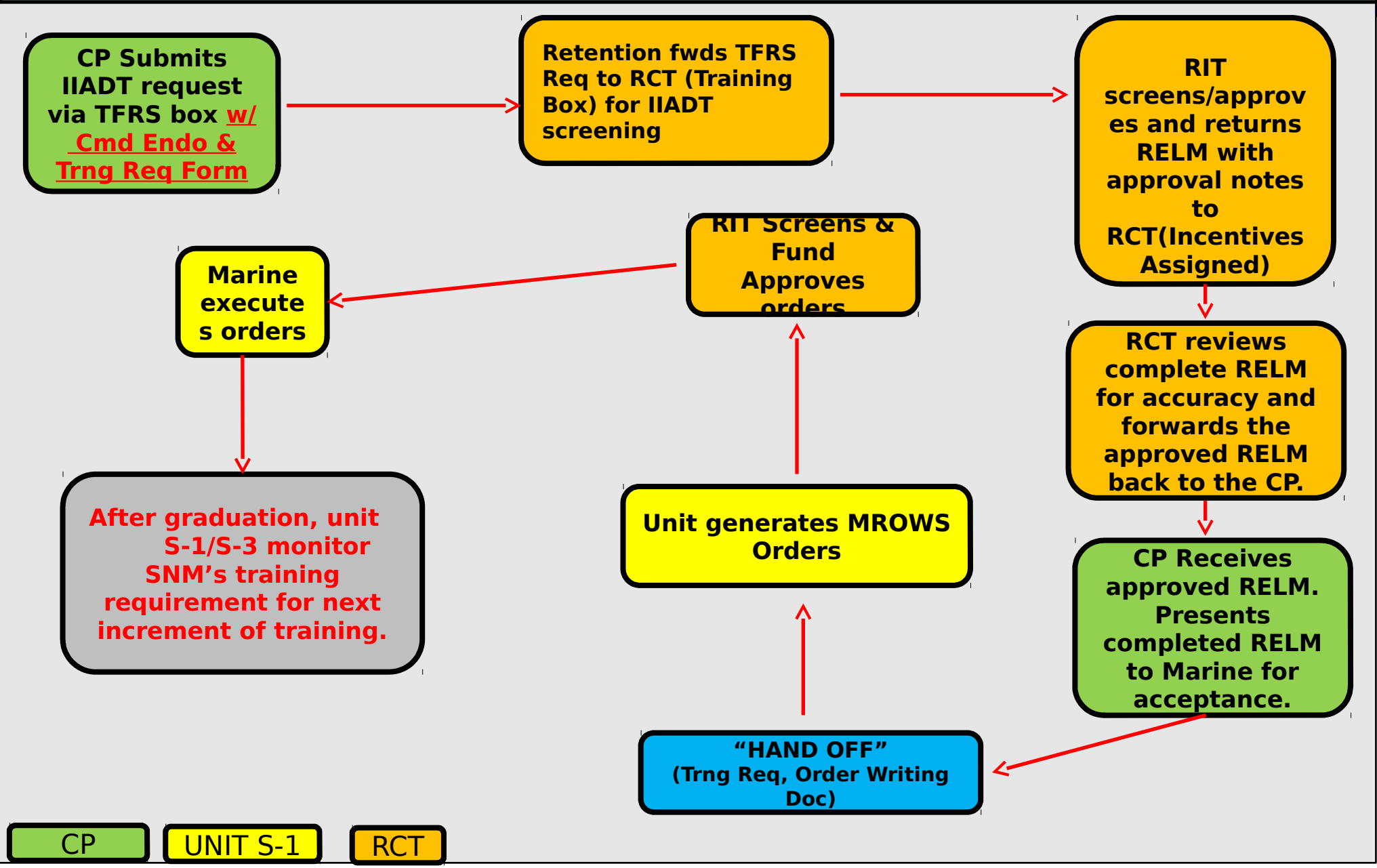
Requirements

- Participants are non-deployable until completion of all initial training
- Initial Training Increments: (1) Boot Camp, (2) MOS School, (3) MCT
- 03XX MOS – No MCT Requirement (ITB/MOS in conjunction)
- Command Letter & Training Request Form

Program Disqualification

- No longer enrolled as a full time student (College Verification Letter), Marine is then required to attend any increments of training left at the earliest date available.
- Failed to attend required training without proper/approved justification.

IIADT (SPLIT-I) SUBMISSION PROCESS


CP Submits IIADT request via TFRS box w/ Cmd Endo & Trng Req Form
Retention fwds TFRS Req to RCT (Training Box) for IIADT screening
RIT screens/approves and returns RELM with approval notes to RCT(Incentives Assigned)
RCT reviews complete RELM for accuracy and forwards the approved RELM back to the CP.
CP Receives approved RELM. Presents completed RELM to Marine for acceptance.
"HAND OFF" (Trng Req, Order Writing Doc)
Unit generates MROWS Orders
RIT Screens & Fund Approves orders
Marine executes orders
After graduation, unit S-1/S-3 monitor SNM's training requirement for next increment of training.
CP
UNIT S-1
RCT

Common Errors

- RELMS/Forms:
  * Incomplete / Unreadable Forms
  * Missing rank of Witnessing Officer or signed by enlisted
  * Not Requesting Clarification (Incentive, LatMov, both)
  * BIC Discrepancies (IDMS)
  * Missing/Incorrect Waiver Request
  * Incorrect Forms (FY-14 or modifications of FY-15)
  * Missing or Incorrect CIDS (Order)
  * NMOS not on approved list(Requires PMOS Trng)
  * POV authorization must received via OMB prior

Common Errors

- “Hand Off” between PSR/CP with Unit

  * Unit not receiving join package from PSR prior to school date
  * Unit not being notified of Marine having school dates
  * Unit not receiving Administrative Guidance

Common Errors

- Unit Administration:
  - Unit running MOS Entries (CMC-RIT will run upon RELM being accepted and complete)
  - Unit not tracking Marines with approved school dates
  - Unit running bonus prior to Marine completing training if in conjunction with LATMOV (PEF code RF/RG are with training)
  - Unit attempting to run bonus payment prior to CMC(RIT) running bonus remark (will generate a DFR for the unit and D302 screen)
  - Unit not writing orders minimum 15 days prior to course start date

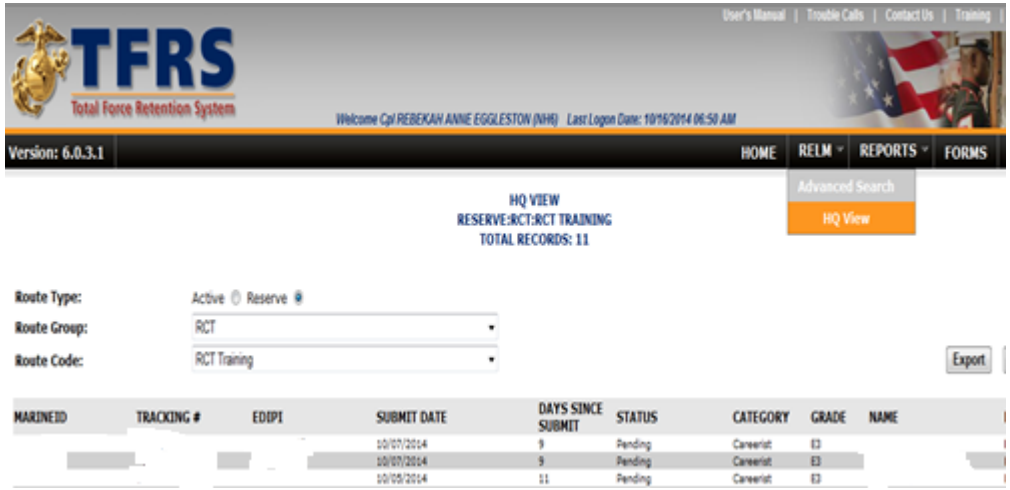
Administrative Items

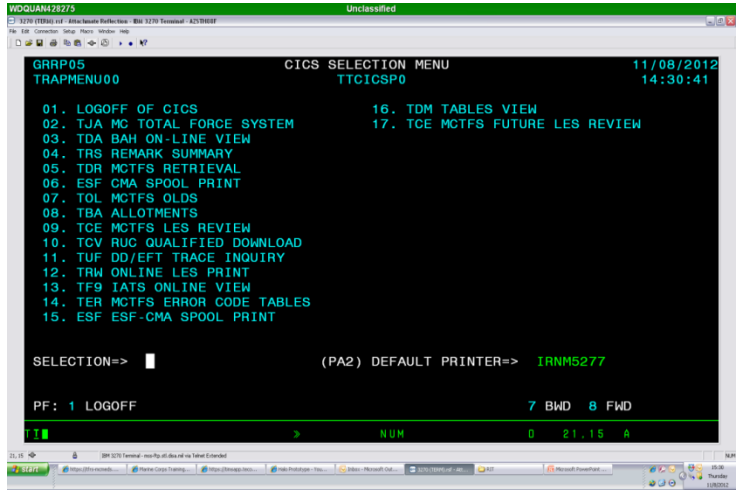
- TFRS Acceptance Report pulled weekly (Mon)
- Obligation Remarks & MOS's reported via RAM (Wed/Fri)
- Unaccepted/Complete RELMS Report (Thur)
- Program Forms (TFRS / M&RA)
- Program Funding / Incentives Updates
  (TFRS Status Message / Alternate List / Final Status Message)

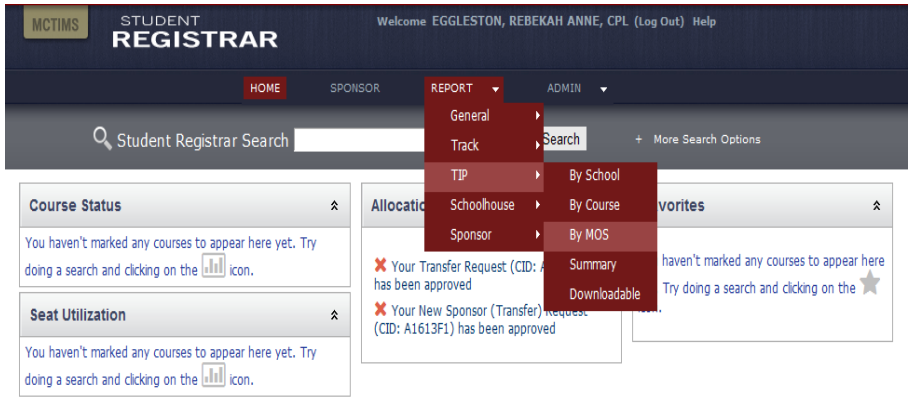
Misc Training Programs (BRC / IOC)

* Funding authorized for required Pre-Course Training
* Submit request for complete training period
  (Pre-Course and Formal Course / 60 Day Letter for IOC)

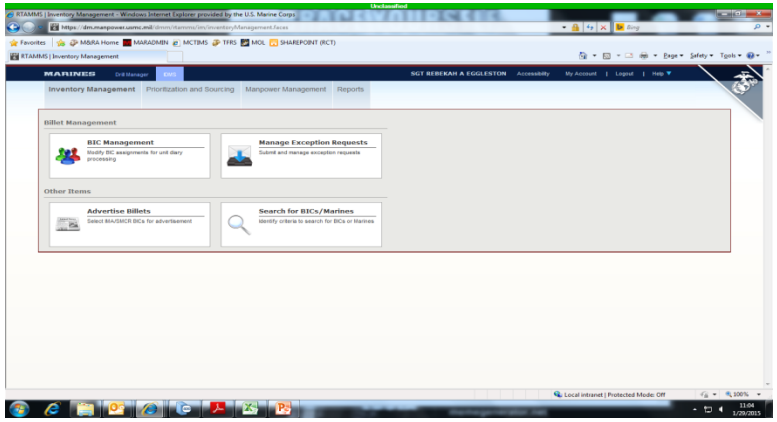
Systems & Reports

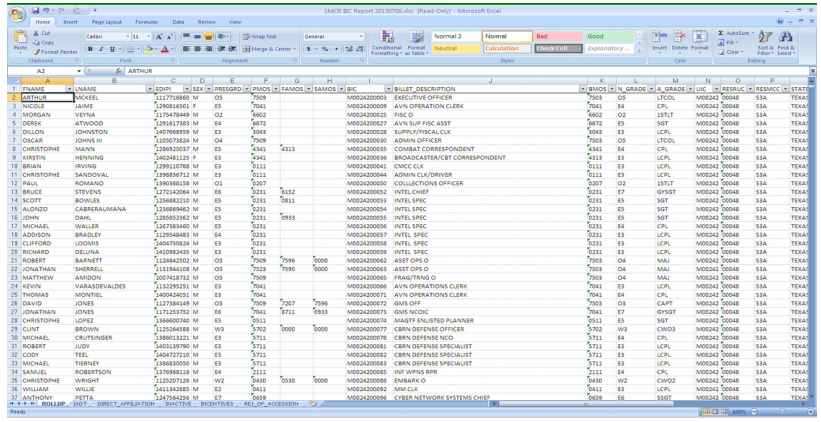






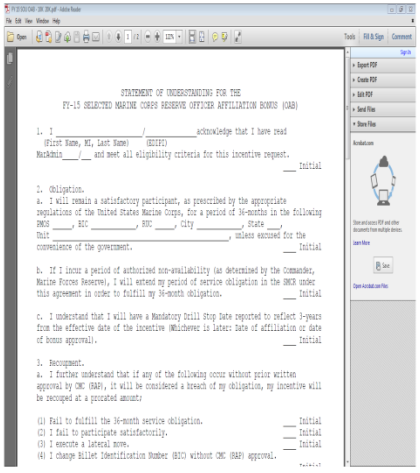
Systems & Reports (Cont)





LNAME	FNAME	MI	EDIPI	RANK	ACCEPT DATE	COMPLETE	MSC	TYPE	DATE APPROVED
MARINE	AM	I		E4	2/9/2015	NO	DIV	CP-15	10-Dec-14
GRIFFIN	STEWIE	A		E4	1/30/2015	NO	FHG	TC-15	30-Dec-14
GIBBS	LEROY	J		E4	NO	NO	MLG	DAP-15	6-Jan-15
RIPLEY	ELLEN	C		E5	NO	NO	MAW	PSR-15	9-Jan-15
SMITH	STAN	A		E5	NO	NO	DIV	CP-15	9-Jan-15
KIRK	JAMES	T		O3	NO	NO	DIV	CP-15	13-Jan-15
GREY	JEAN	L		E5	NO	NO	DIV	PSR-15	14-Jan-15

Program Forms



STATEMENT OF UNDERSTANDING FOR THE
FY-15 SELECTED MARINE CORPS RESERVE OFFICER AFFILIATION BONUS (OAB)

1. I _____/_____acknowledge that I have read
(First Name, MI, Last Name) (EDIPI)
Mark8dmin ___/___ and meet all eligibility criteria for this incentive request.
___ Initial

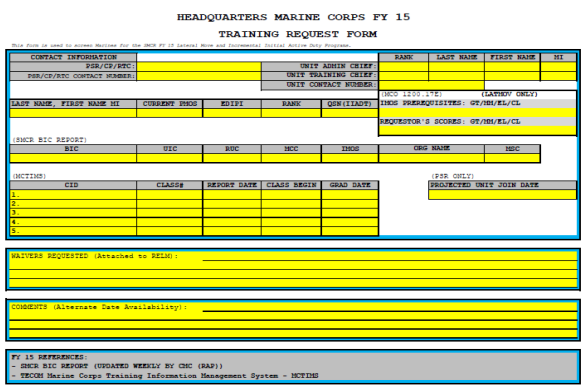
2. Obligation.
a. I will remain a satisfactory participant, as prescribed by the appropriate regulations of the United States Marine Corps, for a period of 36-months in the following RMOS ____, BIC _____, RUC ____, City _____, State ___, Unit _____, unless excused for the convenience of the government. ___ Initial

b. If I incur a period of authorized non-availability (as determined by the Commander, Marine Forces Reserve), I will extend my period of service obligation in the SMCR under this agreement in order to fulfill my 36-month obligation. ___ Initial

c. I understand that I will have a Mandatory Drill Stop Date reported to reflect 3-years from the effective date of the incentive (Whichever is later: Date of affiliation or date of bonus approval). ___ Initial

3. Recoupment.
a. I further understand that if any of the following occur without prior written approval by CMC (RAP), it will be considered a breach of my obligation, my incentive will be recouped at a prorated amount:

(1) Fail to fulfill the 36-month service obligation. ___ Initial
(2) I fail to participate satisfactorily. ___ Initial
(3) I execute a lateral move. ___ Initial
(4) I change Billet Identification Number (BIN) without CMC (RAP) approval. ___ Initial



HEADQUARTERS MARINE CORPS FY 15

TRAINING REQUEST FORM

This Form is used to screen Marines for the SMCR FY 15 Lateral Move and Incremental Initial Active Duty Programs.

CONTACT INFORMATION				RANK	LAST NAME	FIRST NAME	MI
PSR/CP/RTC:		UNIT ADMIN CHIEF:					
PSR/CP/RTC CONTACT NUMBER:		UNIT TRAINING CHIEF:					
		UNIT CONTACT NUMBER:					

LAST NAME, FIRST NAME MI	CURRENT PMOS	EDIPI	RANK	QUN(IIADT)

(MCC 1200 17E) (LATHEV ONLY)
IMOS PREREQUISITES: GT/MM/EL/CL
REQUESTOR'S SCORES: GT/MM/EL/CL

(SMCR BIC REPORT)

BIC	UIC	RUC	MCC	IMOS	ORG NAME	MSC

(MCTIMS)

	CID	CLASS#	REPORT DATE	CLASS BEGIN	GRAD DATE
1.					
2.					
3.					
4.					
5.					

(PSR ONLY)
PROJECTED UNIT JOIN DATE

WAIVERS REQUESTED (Attached to RELM): _____

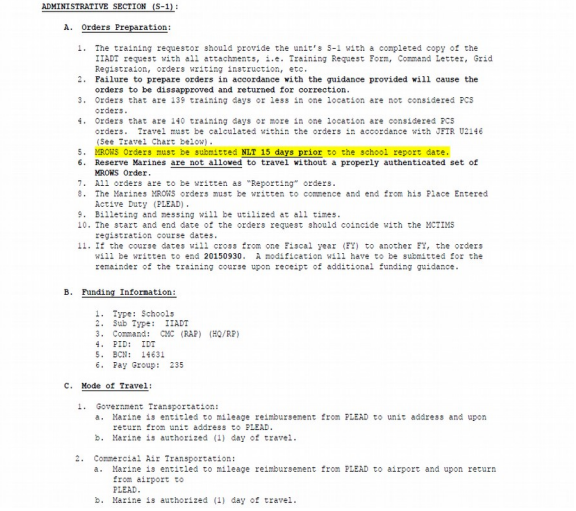
COMMENTS (Alternate Date Availability): _____

FY 15 REFERENCES:
- SMCR BIC REPORT (UPDATED WEEKLY BY CMC (RAP))
- TECOM Marine Corps Training Information Management System - MCTIMS

_____ DATE
SIGNATURE OF MARINE

_____ DATE
SIGNATURE OF PSR/CP/RTC

_____ DATE
GAINING UNIT 1STBGT/8GTMAJ/CO/IsI



ADMINISTRATIVE SECTION (S-1):

A. Orders Preparation:

1. The training requestor should provide the unit's S-1 with a completed copy of the IIADT request with all attachments, i.e. Training Request Form, Command Letter, Grid Registraion, orders writing instruction, etc.
2. Failure to prepare orders in accordance with the guidance provided will cause the orders to be dissapproved and returned for correction.
3. Orders that are 139 training days or less in one location are not considered PCS orders.
4. Orders that are 140 training days or more in one location are considered PCS orders. Travel must be calculated within the orders in accordance with JFTR U2146 (See Travel Chart below).
5. MROWS Orders must be submitted MLT 15 days prior to the school report date.
6. Reserve Marines are not allowed to travel without a properly authenticated set of MROWS Order.
7. All orders are to be written as "Reporting" orders.
8. The Marines MROWS orders must be written to commence and end from his Place Entered Active Duty (PLEAD).
9. Billeting and messing will be utilized at all times.
10. The start and end date of the orders request should coincide with the MCTIMS registration course dates.
11. If the course dates will cross from one Fiscal year (FY) to another FY, the orders will be written to end 20150930. A modification will have to be submitted for the remainder of the training course upon receipt of additional funding guidance.

B. Funding Information:

1. Type: Schools
2. Sub Type: IIADT
3. Command: CMC (RAP) (HQ/RP)
4. PID: IDT
5. BCN: 14631
6. Pay Group: 235

C. Mode of Travel:

1. Government Transportation:
   a. Marine is entitled to mileage reimbursement from PLEAD to unit address and upon return from unit address to PLEAD.
   b. Marine is authorized (1) day of travel.
2. Commercial Air Transportation:
   a. Marine is entitled to mileage reimbursement from PLEAD to airport and upon return from airport to PLEAD.
   b. Marine is authorized (1) day of travel.

FY-15 LATERAL MOVE ADMINISTRATIVE GUIDANCE

It is crucial that the unit's Administrative and Training section maintain a constant communication bridge to ensure the successful training of the Marine. This guidance is provided to assist each section with the tasks required to ensure proper preparation and coordination is completed prior to execution of the orders.

ADMINISTRATIVE SECTION (S-1):

A. Orders Preparation:

1. The PSR/CP/RTC should provide the unit's S-1 with a completed copy of the RELM with all attachments, i.e. Lateral Move Training Request Form, SOU, DAP Approval Letter, etc.
2. Failure to prepare orders in accordance with the guidance provided will cause the orders to be dissapproved and returned for correction.
3. Orders that are 139 training days or less in one location are not considered PCS orders.
4. Orders that are 140 training days or more in one location are considered PCS orders. Travel must be calculated within the orders in accordance with JFTR U2146 (See Travel Chart below).
5. MROWS Orders must be submitted MLT 15 days prior to the school report date.
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8. The Marines MROWS orders must be written to commence and end from his Place Entered Active Duty (PLEAD).
9. Billeting and messing will be utilized at all times.
10. The start and end date of the orders request should coincide with the MCTIMS registration course dates.
11. If the course dates will cross from one Fiscal year (FY) to another FY, the orders will be written to end 20150930. A modification will have to be submitted for the remainder of the training course upon receipt of additional funding guidance.
12. The following non-standard paragraphs must be included in the orders:

"YOUR BIC NUMBER IS ########, AND YOU ARE RETRAINING FOR PRIMARY MILITARY OCCUPATIONAL SPECIALTY (RMOS) ####."

"YOU RATE PER DIEM ON THE FIRST AND LAST DAY OF DUTY ONLY." (Enlisted only.)

B. Funding Information:

1. If the approved package was received from a Prior Service Recruiter (PSR) or Reserve Transition Coordinator (RTC), utilize the below funding information:

Type: Schools
Sub Type: MOB
Command: CMC
PID: ISA [Schools-Init Skill Acq Trng(PSR/RTC)]
BCN: 14631
Pay Group: 238(Enlisted)/108(Officer)

2. If the approved package was received from a Career Planner (CP), utilize the below funding

FY15 INCENTIVES ADMINISTRATIVE GUIDANCE DOCUMENT

1. CP/PSR submits RELM on behalf of member.

*SOU must be completely filled out and LEGIBLE (type it or write clearly) with ALL required signatures.

2. RCT adjudicates RELM with NLT date. RIT will screen for approval/disapproval. *Approval/Disapproval message and finalized SOU will be returned via TFRS.

3. Once member accepts RELM, the originator must manually enter the acceptance date in TFRS. Failure to annotate this date on the RELM will delay prompt and proper payment to the Marine. It is crucial that the "acceptance date" inputted onto the RELM is the same date that the Marine signed his/her RELM acceptance document.

4. Once RELM is accepted, CP/PSR will provide the admin section with a complete copy of the RELM, the finalized SOU and this document. The admin section will report all required unit diary entries, if any (Reenlistment/Extension).

5. RIT will pull a weekly RELM Acceptance Report.
*The Marine will not populate on the report if there is no date annotated next to the accepted block of the TFRS RELM.

6. RAM will report the Obligation Remark (TTC 245) for all Marines that populate on the weekly RELM Acceptance Report. Once the Obligation Remark has posted in MCTFS, a system generated advisory will be forwarded to the Marine's RUC. The advisory remarks will provide the admin section with additional reporting actions that are required for the proper payment of the bonus.
* The Marine's obligation remark information can be found on the MCTFS D302 screen.
* The Marine must be in a "Reserve Status" (Comp Code KA) in order for the Obligation Remark to post in MCTFS. If the Marine is on ADOS or Mobilization status , the remark will fail.
* If there is no D302 Obligation Remark, coordinate with the Unit CP to ensure the Marine has accepted the RELM. If the Marine has desired to not accept the RELM, CMC(RIT) must be notified via the OMB at SMB-RIT@USMC.MIL.

7. Upon posting of the Marine's Obligation Remark, the admin section will report the following entries via the unit diary:
a. Report the Marine's BIC (TTC 027) This should be the BIC noted on the Marine's SOU. The BIC should only be re-reported in the event the Marine has been moved to an alternate BIC.

UNITED STATES MARINE CORPS
COMMAND LETTERHEAD

SSIC
(Date)

From: Reserve Unit
To: Commandant of the Marine Corps (CMC), Reserve Incentive & Training (RIT)

Subj: INCREMENTAL INITIAL ACTIVE DUTY TRAINING (IIADT) REQUEST

1. (Rank, First MI Last) is requesting to attend IIADT on (Date), with a graduation date of (Date). If this course is not available, the latest date (Rank/Last) can return to college is (Date).

2. (Rank/Last) has not dropped from post secondary educational institute and will attend course dates listed. _____ (Marine's Initial)

OR

3. (Rank/Last) has dropped from post secondary educational institute and will be attending the first available course for the second and/or third increment of IIADT. _____ (Marine's Initial)

4. Point of contact at this command is XXXXXXX at commercial (XXX) XXX-XXXX.

_____ _____
Print/Sign (Marine) (date)

_____ _____
Print/Sign (Training Chief) (date)

Point Of Contacts

CMC (RIT)
703-432-9771/9772/8660

SMB-RIT@USMC.MIL

OIC: Maj Peter Klempay
SNCOIC: GySgt William Rohrman
Incentives: SSgt Monica Hernandez / Sgt Arrens Cange
Training: Sgt Donte Williams / Cpl Eggleston

Questions?